


3 November to 28 December 1963

Iden. Number	Title	On Hand	During Period		On Hand	Status On Hand
		3 Nov.	Rec'd.	Compl'd.	28 Dec.	
<u>Special Projects</u>						
337	Accounting treatment - Currency Exchange Transactions	X			X	No action this period--in process
509	Recast and update Office of Finance Instructions	X			X	No action this period--in process
524	Hqs. Board of Survey	X			X	Continuing assignment
<u>Regulations - (Originating)</u>						
	All categories		X	X		Updated to reflect reorganization of former Office of the Comptroller
<u>Personnel</u>						
		X			X	Applicable regulations in process of revision
Travel	Recall from Leave		X		X	In process - (new subject)
	Cover Travel	X		X		
<u>Financial</u>						
	Budget	X			X	Waiting receipt proposal by Budget Division
	Budget	X			X	" " " " " "
<div>69027 1 Excluded from automatic downgrading and declassification</div>						

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Approved For Release 2001/03/02 : CIA-RDP78-05548A000100080006-6

Iden. Number	Title	On Hand	During Period		On Hand	Status On Hand
		3 Nov.	Rec'd	Compltd.	28 Dec.	
<u>Financial (cont'd.)</u>						
	-All subjects	X			X	17 changes in process (8 completed)
	-All subjects	X			X	Changes in process
	as	X			X	No action this period
	-All subjects Series	(10)			(10)	Recast in process
	nal Activities	X			X	In process of co-ordination
	for Special	X			X	No action this period
<u>Employee Suggestions</u>						
63-7	Cost Factors for Travel	X			X	Review completed
63-52	Air Terminal Bus	X		X		
63-113	Travel Credit Cards	X			X	Review completed
63-140	Purch. Air Tkts. by Hqs.	X		X		
63-143	Travel Cost Factors	X			X	Review completed
64-122	Travel Notebook		X		X	In process
<u>Special Assignments</u>						
Documentation for Covert Payments Effected by Monetary		X			X	No action this period

SUMMARY:

On Hand 3 November 1963
ReceivedCompleted
On Hand 28 December 1963

28 (previous report)

$$\begin{array}{r} 3 \\ 31 \\ 4 \\ \hline 27 \end{array}$$